

37.5 Hours	Purchasing Agent	Job Posting		
Direct Report	Administrative Services Director	Grade	G	Expected Hiring range \$60,914 - \$65,935
Department	Administrative Services	FLSA	Exempt	
Division	Operations	Bargaining Unit	Non-Union	
Date	November 2015	Location	Town Hall	

Summary

The Purchasing Agent performs a variety of administrative duties relative to the procurement and disposition of supplies, services and real property for all town departments, negotiates vendor terms and prices, has working knowledge of budget and scheduling requirements, creates and maintains bid documents, and all documentation and reporting required under Massachusetts General Laws.

Essential Duties

1. Serves as expert resource to all town departments; issues memoranda regarding updated state contract provisions/requirements, develops and revises town-wide Procurement Policy as appropriate and provides training on the Policy.
2. Writes bid specifications, advertises to solicit responses to requests for proposals/invitations to bid in accordance with MGL 30B, 30,39M, and 149.
3. Accepts and opens all bid documents in accordance with statutory requirements and produces a list of responsive bidders which is forwarded to the awarding authority.
4. Ensures compliance with all Central Register requirements under MGL c 9, § 20A and Goods and Services requirements under MGL c 30B, § 5 & 6.
5. Works with Department Heads to dispose of town surplus supplies, vehicles and personal property in accordance with MGL c 30B and Town of Reading by-laws.
6. Maintains all bid document records including bids, bid tabulations, advertisements and addenda.
7. Maintains index of all fully executed contracts.
8. Evaluates requests for exceptions to existing procurement policies and makes recommendations to appropriate authority relative to accommodation of the request.
9. Reviews all requisitions submitted by town departments for purchase order accuracy, cost efficiency and proper accounting identification.
10. Conducts pre-bid sessions and pre-construction meetings, responds to questions concerning the bidding process, and issues addenda as required to all registered bidders.
11. Disposes of all bid document records per Records Disposal Schedule.
12. Assists departments by checking references on potential vendors.
13. Interacts with the Department of Labor and Industry (responds to inquiries such as wage rates for specific projects), Inspector General's Office (answers bid protest questions; serves as Chief Procurement Officer's delegated agent; participates in training program for the MCPPO certification process), and Operation Services Division (provides oversight for state contracts and participates in required training programs).
14. Monitors activity and prepares reports for the Town Administrator to submit to state and federal authorities relative to contracts awarded to entities owned/operated by minority/disadvantaged individuals as certified by the State Office of Minority and Women Business Assistance.
15. Produces procurement-related correspondence such as award/rejection letters, return of bid deposits, and letters of consideration to be presented to the Board of Selectmen.
16. Investigates sources of supply for prices and conducts comparative cost surveys.
17. Monitors certified payrolls for all town construction projects
18. Approves all Munis requisitions that meet MGL procurement thresholds
19. Proficient with use of Combuys website

Minimum Qualifications

1. Graduation from a four-year college or university with a degree in Business Administration, Business Management or a closely related field;
2. Minimum of five years-experience as an office manager in a municipal or business environment, including computer operation; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the Position Descriptions for Purchasing Agent. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request and online at www.readingma.gov

Judith Perkins

Human Resources Director

The Town of Reading is an Equal Opportunity Employer